

## RECORDS CENTER

### PROBLEMS

The survey of the Records Center brought to light several problems as follows:

Transportation - Difficulty has been experienced in obtaining transportation for the transfer of records when needed. Thus, on several occasions the use of personal cars has been necessary to carry out priority assignments in the retirement of records to the Center. Arrangements whereby a light truck or station wagon be made available to the Center on a given schedule would be helpful. An effort will be made to determine this possibility.

Reproduction - The equipment used for developing prints made by the photocopy process is not dependable in providing proper photographic quality and legibility. The experience of the Printing and Reproduction Division will be obtained to overcome this deficiency.

The ozalid equipment is being used to furnish a reproduction service to certain sources in FIB. Lengthy reports ranging from twenty to 240 pages in volume have been reproduced in four copies at the Center. An examination of the Center's monthly production report tends to confirm that approximately 11,000 ozalid copies for other than information reports were reproduced in the month of February. An administrative determination requiring either a report of justification for the performance of the work or the transfer of the work to the Reproduction Plant should be made.

Security - No definite control exists on intra-agency requests for supplemental distribution of published reports, i.e. on a need to know basis. For a brief period in the past a memorandum request including the justification therefor was required. At present, a list of names of authorized persons is maintained for control purposes, i.e. via verification. Requests are received via telephone or memorandum. The reports are dispatched with a courier receipt which does provide a record. The responsible employee states that he complies with telephonic requests if he knows the persons calling. Is it essential to establish a firm "need-to-know" basis for each request? Further study will be made to determine the need of a definite policy on this question.

Monthly Production Report - Discussion with the Chief of Records Center disclosed the advisability of revising the format used in preparing the monthly production report. Research will be made to determine the feasibility of converting the present improvised vertical method to one constructed along more practical lines, reflecting Center activity on a horizontal basis such as: On hand - Received - Dispatched - Processed - Destroyed, etc. Balance on hand.

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Returned Published Reports - The return of published reports after initial distribution has been a continuing problem at the Center in the past. Some relief has been obtained in recent months through collaboration of the Liaison Division, OCD, and the Printing Advisory Staff, OGS, in establishing, as feasible, predetermined needs of both IAC and non-IAC agencies on NIS, and thus preclude the distribution of unwanted copies. Notwithstanding, the AAF returned approximately 600 cubic feet of NIS in the month of January 1954, alone.

Copy of a memorandum dated 3 March 1954 to Assistant Director, OCD, from Chief, D/E/RR Subject: "Return of NIS to Records Center," follows as an attachment to this TAA to show the latest developments together with proposed plans to solve the problem.

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3 March 1954

MEMORANDUM FOR: Assistant Director, OCD

THRU: AD/ORR

FROM: Chief, D/B/RR

SUBJECT: Return of NIS to Records Center

REFERENCE: Memorandum for Chief, Liaison Division, OCD, and Chief, D/B/RR, from Chief, General Services Office, dated 19 October 1953, subject: "Report on NIS Returned to the CIA Records Center."

1. Attached as Tab A is a summary of the Report on NIS Returned to the CIA Records Center which accompanied the reference memorandum. The following significant facts were disclosed with respect to these returns:

a. A total of 1821 NIS elements were returned during the quarter ending 30 September 1953, which is equal to 3% of the number of elements disseminated during this same period (50,000).

b. Of the total elements returned 1428 (79%) came from 19 different offices in CIA.

c. Only 289 (15%) of the elements were returned from IAC Agencies, and the other 104 elements (6%) were returned from various other governmental offices.

2. It is apparent that the major corrective action is necessary within CIA in the first instance since more than three-fourths of all returns came from within this Agency. With respect to this problem in other Agencies, the NIS Committee maintains a continuing surveillance of NIS requirements and dissemination. The low percentage of returns in relation to the number of new elements distributed (about  $\frac{1}{2}$  of 1%) is close to the irreducible minimum resulting from ever fluctuating requirements.

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SUBJECT: Return of NIS to Records Center

3. A study of the situation in CIA has led to the conclusion that the excessive returns within the Agency are due in large part to the practice of distributing all published NIS directly to individual offices, rather than disseminating only certain elements selected on the basis of the immediate requirements of these offices. This practice has resulted in many elements being returned to Records Center when it is found that they are not relevant to projects currently in process. It has also been common practice in some offices to call for NIS elements in supplemental dissemination, and then return them to Records Center when they have served their purpose.

25X1 4. A solution to the problem, which has been discussed at some length with [redacted] of your office, all of whom concur in the feasibility of the plan, appears to be the expansion of library service on NIS to the extent necessary to meet requirements within the Agency, which would permit the discontinuance of direct dissemination to the various offices and thereby remove the cause for the greater part of the NIS returns. Further, conveniently located reference centers containing complete sets of all published NIS will afford users an opportunity to utilize all of the various NIS elements in their research. This will greatly increase the usefulness of the NIS, since topics which are given primary treatment in one element are given related treatment in many other elements, and unless all are available for reference important information might be overlooked.

5. It is requested, therefore, that OCD take such action as is necessary to implement the NIS library service plan in CIA.

Attachment:

Tab A

25X1 D/B/RR [redacted]

Distribution:

Orig & 1 - addressee  
1 - AT/ORR  
1 - Records Mgmt  
1 - D/B

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SURVEY OF NIS RETURNED TO RECORD CENTER

Consolidated Figures - Quarter Ending 30 Sept. 1953

<u>Returned From:</u>	<u>Number of Elements</u>
TAB/TR/S	199
SR [ ]	1
FE [ ]	12
RI [ ]	11
EL/ [ ]	37
ODP	5
RR/D/GC	1
D/B/RR	4
ORR	116
OST	6
OC/C	24
FEUD	2
FDD	8
SR [ ]	712
LD/CD	85
OCD	39
RQM, OIS	37
OCI	104
LITERARY	25
<u>Total CIA Offices</u>	<u>1,428</u>
State	175
Office of Def.	
Mobilization	3
ONI	1
USAF	3
Weather Bureau	10
NSA	7
Sec. of Def.	9
US AEC	51
US DA	112
<u>Total Outside Agencies</u>	<u>371</u>
Unknown	2
Review from Reproduction	20
<u>TOTAL RETURNED</u>	<u>1,821</u>

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